

9 NOV 1973

CONFIDENTIAL**MEMORANDUM FOR: Deputy Director for Management and Services****SUBJECT : Office of Personnel Report -- Week Ending
9 November 1973**

1. Retirement: The new law pertaining to the Cost of Living Increase feature of the Civil Service Retirement System has resulted in a large number of requests (well over one hundred) for estimates of annuities. Under this new legislation, various estimates are necessary in order that a person considering retiring on 31 December may have a thorough appreciation of his benefits.

2. Vacancy Notice: Responses to our Vacancy Notices on the classified bulletin board have been more than gratifying. A GS-07 vacancy in the Central Reference Service generated 21 files, 9 of which were screened out by Clerical Staffing Branch and 12 of which were sent to Central Reference Service. The Career Training Program Vacancy Notice has resulted in 16 inquiries so far.

3. Job Possibilities for Separates: Yesterday our Retirement Affairs Division received an invitation from the Director of Administration at the Riggs National Bank to visit them to describe our pool of talent available for employment. This request from Riggs is another fall-out from the briefing we gave some time ago to the D. C. Board of Trade, and the request is a chain reaction to that.

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4. Cooperative Education:

a. The quarterly orientation of co-op students was conducted by [REDACTED] on November 2.

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b. [REDACTED] our Coordinator for Cooperative Programs, met on 6 November with Dr. Peter Stewart, Cooperative Education Director at the University of Wisconsin--La Crosse. They have greatly expanded their program on their campus and have entered into a consortium with other schools in Wisconsin, Iowa and Minnesota.

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c. [REDACTED] was at Rochester Institute of Technology on 8 and 9 November.

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5. Personnel Approaches Study Group: During the week a substantial amount of time was spent in staff support for the PASG and particularly in summarizing the information and comments made by the Heads of Career Services in response to the PASG Career Service Questionnaire.

6. Position Management:

a. A Discussion was held with the Chief, WH Personnel on the possibility of a TDY survey of WH field Station positions early in 1974.

b. A survey of the Office of General Counsel was initiated this week.

c. An Office of Personnel Memorandum on special pay rate positions of medical officers and accountants has been developed and will be issued shortly.

d. A validation test of the factor analysis/point grade/benchmark job evaluation system developed by the Civil Service Commission is being conducted in order to determine applicability to Agency positions.

e. The PMCD Training Course is being conducted this week for six individuals from various parts of the Agency.

25X1A 7. Recruiter Impersonation: The Office of Security is
25X1A investigating an apparent recruiter impersonation case. [REDACTED]
[REDACTED] clerical recruiter, was contacted by the Charles
Hayden School for Disturbed Boys who reported that one of their
25X1A patients, a 15-year old delinquent, had received letters on Agency
stationery offering him employment. Although a K Street Washington return
Address was used, the letters were mailed from a nonexistent address
25X1A on Washington Street in Boston. The school provided copies of the
material to [REDACTED] who turned the material over to our [REDACTED]
Security Office.

8. EEO Costs: At the request of the Director, EEO, we are calculating the EEO counselor costs for FY-73 and projected costs for FY-74 and 75. He has a requirement to report to the Civil Service Commission, by 15 November, the Agency's EEO costs.

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25X1A 9. Suggestion Awards Convention: [REDACTED]

Executive Secretary, Suggestion Awards Committee returned yesterday after attending the National Association of Suggestion Systems 31st Annual International Conference in Chicago, Illinois, from 3 November to 6 November.

Things to Come:

25X1A 1. During the week of 25-30 November, [REDACTED]
25X1A Deputy Director of the Office of Economic Research, will join
[REDACTED] recruiter. They will meet Economic
faculty members and interview graduate Economists at Monterey
Institute of Foreign Studies, UCLA and USC.

2. We will continue to consolidate the Agency APP.

3. Qualifications Analysis Branch personnel will continue joint development with OJCS of major revisions in recording and reporting of employee qualifications data.

4. Continue our staff support to PASG.

5. Work will continue on the Position Classification Surveys of OSR, NPIC, USIB, OS, OGC and ORD.

25X1A 6. The Chief, Recruitment Division has been informed by the
25X1A Office of Security that they had been alerted by the Detroit Police that
25X1A radical students and labor groups are planning activities against the
25X1A Agency in that area. The [REDACTED] recruiter, [REDACTED] who
is planning a visit to the Detroit area in the next two weeks, has been
informed of this possible activity against the Agency and will be in
touch [REDACTED] before and during his
visit. His visit will be unannounced and known only to those applicants
he will interview.

25X1A For: [REDACTED]

John F. Blake
Director of Personnel

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1 - D/Pers Subject

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25X1A O-D/Pers: [REDACTED] -3-
:kmd (9 Nov 73)

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